

THE TOWNSHIP OF BRIDGEWATER

POSITION OPENING

Title of Position

Part –Time Senior Center Trustee

Reports To

Senior Services Coordinator

Responsibilities

Under the supervision of the Senior Services Coordinator, this variable hourly position coordinates the preparation of the Senior Center facilities for use, monitors activities at the Senior Center, assists with senior transportation services and provides information and assistance to the general public.

Representative Duties

- Prepare facilities for use; coordinates set up of tables, chairs, other furniture and equipment; resituate facilities after use; coordinates removal and proper storage of furniture, equipment, materials and supplies as assigned.
- Monitor activities at the Senior Center; ensure activities are safe, proper and appropriate; lock and secure the Senior Center as assigned according to established procedures; coordinate facility closure with the various user groups.
- Schedule and assist with senior transportation services as necessary.
- Perform light custodial duties such as sweeping, mopping, wiping up spills and restocking restroom supplies as necessary.
- Perform related duties as assigned.

Hold a valid drivers license.

Candidates with mental or physical disabilities are eligible to apply as long as they can perform the essential functions of the position after reasonable accommodation is made for their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible. Bridgewater Township is an Equal Opportunity Employer.

Hour Rate: Commensurate with Experience

Interested individuals should submit resume to Candy Burgess, Human Resources, Township of Bridgewater, 100 Commons Way, Bridgewater, New Jersey, 08807.

Posted: September 4, 2015

Removed: September 14, 2015